

# **ORIENTATION TO SUPERVISION**



**UNITED STATES PROBATION OFFICE  
DISTRICT OF NEW HAMPSHIRE**

# SUPERVISION ORIENTATION MANUAL

## INTRODUCTION

You have been sentenced to a federal term of supervision (probation or supervised release) by the U.S. District Court. You will be supervised by a United States Probation Officer who has specific statutory responsibilities to ensure that your behavior complies with the restrictions imposed by the conditions of your release.

The purpose of this manual is to provide you with a convenient resource and reminder as to your conditions of supervision and the expectations that the U.S. Probation Office for the District of New Hampshire has for you during your term of supervision.

In this manual you will find detailed explanations of each of the standard conditions of supervision that are imposed by this Court for both probation and supervised release. Familiarize yourself with the definitions, procedures and requirements contained within. Your success on supervision will directly relate to the effort you put into your supervision and how well you understand and comply with your conditions of release.

If you have any problem understanding what is being explained to you by your supervising probation officer or what is contained in this manual, it is **your** responsibility to bring this to your supervising probation officer's attention. Several of the documents contained in this manual are also available in Spanish for your convenience. If you need the Spanish version of this manual, please bring this to your supervising probation officer's attention.

During your term of supervision you may expect that the United States Probation Officer assigned to you to use all suitable methods consistent with the conditions of release to bring about improvements in your conduct or situation. This may include the modification of the conditions of your supervision if so warranted and approved by the Court. Such modification could include, although not limited to, electronic monitoring, halfway house placement, and added conditions for participation in treatment among others.

You may also expect that the U.S. Probation Officer will use all suitable methods to remain informed as to your behavior and activities in the community and to bring this information to the attention of the Court.

While the U.S. Probation Officer will assist you with proper referrals and guidance as required, the ultimate responsibility for successful completion of your supervision term will be determined by the efforts you make during this period.

### **MANDATORY CONDITIONS OF SUPERVISION**

1. **YOU SHALL NOT COMMIT ANOTHER FEDERAL, STATE, OR LOCAL CRIME DURING THE PERIOD OF SUPERVISION.**

Any violation of the law is immediately reported to the Court.

2. **YOU SHALL NOT ILLEGALLY POSSESS A CONTROLLED SUBSTANCE.**

If the Court finds that you were in illegal possession of a controlled substance (You were actually caught with drugs in your possession.), the court shall revoke your Probation. Knowing and willful use of a controlled substance constitutes possession. A positive urinalysis test will be reported immediately to the Court, and a revocation hearing may be set.

3. **YOU SHALL NOT POSSESS A FIREARM, DESTRUCTIVE DEVICE, OR ANY OTHER DANGEROUS WEAPON.**

Possession of a firearm is defined as your ability to have access to a firearm. If you live with someone who has a firearm and you have access to it, you are considered to be in possession and in violation of this condition. See, page 19 reference Firearm Laws.

If the Court finds that you were in possession of a firearm, the Court must revoke your Probation and imposes any other sentence that was available at the time of your original sentencing.

4. **YOU SHALL REFRAIN FROM ANY UNLAWFUL USE OF CONTROLLED SUBSTANCES. YOU SHALL SUBMIT TO ONE DRUG TEST WITHIN 15 DAYS OF RELEASE ON PROBATION OR SUPERVISED RELEASE, AND AT LEAST TWO PERIODIC DRUG TESTS THEREAFTER, AS DIRECTED BY THE PROBATION OFFICER.**

## **STANDARD CONDITIONS OF SUPERVISION**

### **1. YOU SHALL NOT LEAVE THE DISTRICT OF NEW HAMPSHIRE WITHOUT THE PERMISSION OF THE COURT OR THE PROBATION OFFICER.**

No out-of-state, overnight travel permission is granted during the first 60 days of supervision. (Emergency or extenuating circumstances can be reviewed with your probation officer.)

While you are on probation, parole, or supervised release in this District, you shall not travel outside of the state of New Hampshire without the permission of your probation officer. If circumstances require you to be away from your residence for a period over 48 hours, you must notify your probation officer of your whereabouts in advance.

Permission for day trips up to 50 miles into a bordering state from the New Hampshire border is not necessary. However, any overnight travel in another state must be approved in advance by your supervising probation officer.

For any travel outside of the jurisdiction and within the United States, you shall request permission in writing (on specific forms provided by this office), a minimum of 14 days prior to the requested time frame for travel.

Any international travel must be approved by the Court or by the U.S. Parole Commission. Should you wish to travel outside of the United States, you shall request permission in writing at least 60 days prior to the requested time frame. (NOTE: These are MINIMUM requirements. More time may be needed to process your travel requests.) You must obtain a letter from the consulate for the country you wish to travel to advising that they are aware of your crime of conviction and the fact that you are under supervision, and they have no objection to you traveling to their country or territory.

Travel will be denied if you are not compliant with any of the conditions of supervision. It will also be denied if your court-ordered financial obligations (fines, restitution, or special assessments) are not completely satisfied, or you are not current with your scheduled payment plan. Pleasure travel of a significant cost will not be allowed if the payment schedule does not meet the total financial obligations that will be required during supervision.

Travel may also be denied for the following reasons:

- a. Your conviction or past criminal behavior involved extensive travel.
- b. You are not current on your community service work hours, if applicable.
- c. The Probation Officer is unable to verify your travel.
- d. Your travel would interfere with Court-ordered treatment.
- e. The district you plan to travel to has certain restrictions which prohibit you from

- traveling.
- f. Your travel presents a risk to a third party.

2. **YOU SHALL REPORT TO THE PROBATION OFFICER AND SHALL SUBMIT A TRUTHFUL AND COMPLETE REPORT WITHIN THE FIRST FIVE DAYS OF EACH MONTH.**

Report as directed means that you must keep appointments with your Probation Officer, you must make yourself available for meetings with your Probation Officer, and you must be able to give an account of yourself.

You must also provide written monthly documentation of your status in the form of a written Monthly Supervision Report. It is imperative that you are detailed and concise in this report. Do not hesitate to include other correspondence or written communication to your Probation Officer with this report if you are unable to convey the information using the document provided.

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**This report must be submitted on or between the first and the fifth day of each month. Failure to do so is a violation of your Supervision. It may result in revocation of your mailing privileges and require that you hand-deliver the report to the office each month. Multiple instances of noncompliance may result in Court action.**

All spaces must be completed even if the information does not apply to you. All information must be accurate and truthful. Your Probation Officer will closely review these reports.

A Sample Report is included in Appendix B for your reference.

You must sign the report acknowledging that the information is complete, correct and truthful.

Place your Probation Officer's initials at the top right hand corner of the report.

You must attach your statement of earnings to verify your source of income and its legitimacy to the report each month along with any additional requested documentation, such as copies of tickets, summons, or other Court documents.

**WARNING: Providing false information on the Monthly Supervision Report could result in revocation of your Supervision and the possibility of an Indictment for False Statements, which could lead to a new conviction.**

On a yearly basis, you may be required to submit copies of State and Federal Income Tax Returns, both personal and corporate, if applicable, to your Probation Officer.

You may also be required to provide other documentation during meetings with your Probation Officer. These include but are not limited to bank statements, copies of bills, copies of legal documents (i.e., bankruptcy, discharge, law suit, etc.), copies of checks, Court registries, and statements of earnings.

3. **YOU SHALL ANSWER TRUTHFULLY ALL INQUIRIES BY THE PROBATION OFFICER AND FOLLOW THE INSTRUCTION OF THE PROBATION OFFICER.**

Information you provide will be verified.

4. **YOU SHALL SUPPORT YOUR DEPENDANTS AND MEET OTHER FAMILY RESPONSIBILITIES.**

The Probation Officer will periodically meet with family members or significant others to verify that you are meeting your family responsibilities.

If you have been ordered to pay child support, your Probation Officer will require that you provide verification each month that you made the payment. Attach a copy of your payment to your Monthly Supervision Report.

The Probation Officer will periodically inquire about your finances in order to verify that you are meeting your family responsibilities and to verify that you are living within your means.

5. **YOU SHALL WORK REGULARLY AT A LAWFUL OCCUPATION, UNLESS EXCUSED BY YOUR PROBATION OFFICER FOR SCHOOLING, TRAINING OR OTHER ACCEPTABLE REASONS.**

A lawful occupation should include payment by check, deductions for Federal and State taxes, and deductions for Social Security taxes, if appropriate. In many cases, it will not be acceptable to receive cash payments for employment. Be advised that, if you are self employed, you are required to file a quarterly Statement of Earnings and submit payment to the Internal Revenue Services.

The Probation Officer may periodically contact you at your place of employment in order to verify employment or facilitate your schedule for contacts.

Self employed individuals may be subject to the following criteria:

- a. Verification that the business is legitimate.
- b. Verification that the business has been properly licensed, registered, incorporated, etc., if applicable.
- c. Verification that the business has required insurance, i.e., Workman's Compensation.
- d. The Probation Officer is allowed to periodically review the business records,

- including all financial records.
- e. Verification that all taxes are being paid.
- f. The Probation Officer shall be given the following information:
  - 1. Name, address, and telephone numbers of all corporate officers.
  - 2. Federal Employer Identification Number.
  - 3. Name and address of all business bank accounts and account numbers.
  - 4. Additional material as requested.

6. **YOU SHALL NOTIFY YOUR PROBATION OFFICER AT LEAST TEN DAYS PRIOR TO ANY CHANGE IN RESIDENCE OR EMPLOYMENT.**

The Probation Officer may verify the reason for termination of employment.

Any job changes should be discussed with your Probation Officer prior to making the change. You should not quit your job unless you have been offered another job.

If you become unemployed, you will be required to seek employment immediately and keep track of your progress. (Your Probation Officer may provide you with a form to track your work search efforts to include the name, address and phone number of persons contacted regarding potential employment. Your Probation Officer will provide specific instructions regarding your work search and the submission of the work search form.)

7. **YOU SHALL REFRAIN FROM EXCESSIVE USE OF ALCOHOL AND SHALL NOT PURCHASE, POSSESS, USE, DISTRIBUTE, OR ADMINISTER ANY CONTROLLED SUBSTANCE OR ANY PARAPHERNALIA RELATED TO ANY CONTROLLED SUBSTANCES, EXCEPT AS PRESCRIBED BY A PHYSICIAN.**

If the Court imposes a special condition prohibiting the use of alcohol, you will be required to abstain from alcohol completely.

Excessive use of alcohol refers to any use of alcohol that adversely affects your employment, your relationships, or your ability to comply with the conditions of Supervision. This includes the use of alcohol which results in the violation of any Local, State, or Federal laws including disorderly intoxication and/or driving under the influence.

The Probation Officer may instruct you to submit to urinalysis testing and/or breathalyzer testing at anytime. If you are on Supervision and do not have a condition to be drug and/or alcohol tested, your Probation Officer may also instruct you to participate in testing. Refusal to participate will dictate a modification of your Supervision. This can be accomplished either by voluntary or Court-ordered action. Excessive use of alcohol may lead to the Probation Officer petitioning the Court for a modification of your conditions to include abstinence from alcohol and/or alcohol treatment.

8. **YOU SHALL NOT FREQUENT PLACES WHERE CONTROLLED SUBSTANCES ARE ILLEGALLY SOLD, DISTRIBUTED, OR ADMINISTERED, OR OTHER PLACES SPECIFIED BY THE COURT OR PAROLE COMMISSION.**

In order to maintain a law-abiding lifestyle, you will have to stay away from places and situations where illegal activity is going on.

9. **YOU SHALL NOT ASSOCIATE WITH ANY PERSONS ENGAGED IN CRIMINAL ACTIVITY AND SHALL NOT ASSOCIATE WITH ANY PERSON CONVICTED OF A FELONY UNLESS GRANTED PERMISSION TO DO SO BY THE PROBATION OFFICER.**

Association is defined as any planned, prolonged, or repeated, personal, telephonic, or written contact with a person having a felony record, or engaging in criminal activity, and/or if you had knowledge of, or should have had knowledge of his or her felony conviction or the criminal activity in which they were engaged during the times of your association. Incidental contact is not considered association. In the event you have casual contact with a person having a felony record, you will have to report this on your Monthly Supervision Report. If you are sought out or specifically approached by a known felon, immediately contact your Probation Officer.

Incidental contact on a job site is not considered criminal association.

Association with any convicted family member, other than immediate family, must be approved by the Probation Officer. It is your responsibility to notify the Probation Officer of any immediate family member who has a criminal record.

Permission for criminal association cannot be after the fact. You must have permission prior to the association. This permission will only be granted in exceptional situations.

10. **YOU SHALL PERMIT THE PROBATION OFFICER TO CONTACT YOU AT ANY TIME AT HOME OR ELSEWHERE AND SHALL PERMIT CONFISCATION OF ANY CONTRABAND OBSERVED IN PLAIN VIEW BY THE PROBATION OFFICER.**

The Probation Officer will make unannounced contacts at your home, place of employment, or elsewhere on a periodic basis. These contacts can take place at any time and may occur on weekends, evenings, or holidays. Failure to cooperate is a violation of your Supervision. Contraband includes controlled substances, weapons, stolen items, or other illegal material.

11. **YOU SHALL NOTIFY THE PROBATION OFFICER WITHIN 72 HOURS OF BEING ARRESTED OR QUESTIONED BY A LAW ENFORCEMENT OFFICER.**



All contacts with law enforcement must be reported. This includes traffic citations, criminal or civil arrests, and questioning by any law enforcement officials.

You will be required to submit documentation such as copies of summons, bond papers, copies of complaints, information, or indictments.

12. **YOU SHALL NOT ENTER INTO ANY AGREEMENT TO ACT AS AN INFORMER OR A SPECIAL AGENT OF A LAW ENFORCEMENT AGENCY WITHOUT PERMISSION OF THE COURT OR PAROLE COMMISSION.**

In the event that you are approached by law enforcement, immediately notify your Probation Officer. Permission to act as an informant must be approved by the Court.

13. **AS DIRECTED BY THE PROBATION OFFICER, YOU SHALL NOTIFY THIRD PARTIES OF RISKS THAT MAY BE OCCASIONED BY YOUR CRIMINAL RECORD, PERSONAL HISTORY, OR CHARACTERISTICS AND SHALL PERMIT THE PROBATION OFFICER TO MAKE SUCH NOTIFICATION AND TO CONFIRM YOUR COMPLIANCE WITH SUCH NOTIFICATION REQUIREMENT.**

Third-party risk refers to any connection that may exist between the nature of the offense or any previous criminal conduct and any employment or other activity where there would be a foreseeable risk of personal or financial harm to an identifiable third party or particular group of people.

The Probation Officer will notify you of any third party risk situations and may instruct you to notify specified third parties of your conviction and/or your criminal history.

Upon notification of your requirement to notify a third party of your criminal history, you may seek a waiver of this condition from the Court in instances where notification may have a negative impact upon your employment. Waiver of third party risk disclosure must be submitted by you to the Court within two weeks of notification of such requirement by your Probation Officer.

The Probation Officer will verify that third party disclosure has been made by you and, in some instances, the Probation Officer may notify third parties directly.

### **SPECIAL CONDITIONS OF SUPERVISION**

The Court may impose the following special conditions at the time of your sentencing. Please review all that are applicable.

1. You shall refrain from any unlawful use of a controlled substance. You shall submit to one drug test within 15 days of release from imprisonment and at least two periodic drug tests thereafter, as directed by the probation officer.
2. You shall provide the probation officer with access to any requested financial information.
3. You shall not incur new credit charges or open additional lines of credit without the approval of the probation officer unless you are in compliance with the installment payment schedule.
4. You shall participate in a program approved by the United States Probation Office for treatment of narcotic addiction or drug or alcohol dependency which will include testing for the detection of substance use or abuse. You shall also abstain from the use of alcoholic beverages and/or all other intoxicants during and after the course of treatment. You shall pay for the cost of treatment to the extent you are able as determined by the probation officer.
5. You shall participate in a program approved by the United States Probation Office for treatment of narcotic addiction or drug or alcohol dependency which will include testing for the detection of substance use or abuse. You shall pay for the cost of treatment to the extent you are able as determined by the probation officer.
6. You shall participate in a program of mental health treatment, as directed by the probation officer, until such time as the defendant is released from the program by the probation officer. You shall pay for the cost of treatment to the extent you are able as determined by the probation officer.
7. You shall perform \_\_\_\_\_ hours of community service as directed by the probation officer.
8. You shall be placed on home detention for a period of \_\_\_\_\_ months, to commence \_\_\_\_\_. During this time, you shall remain at your place of residence except for employment and other activities approved in advance by the probation officer. You shall maintain a telephone at your place of residence without any special services, modems, answering machines, or cordless telephones for the above period. You shall wear an electronic device and shall observe the rules specified by the Probation Department. You shall pay for the cost of electronic monitoring at the rate of \$\_\_\_\_\_ per day.
9. You shall be placed on home detention for a period of \_\_\_\_\_ months, to commence \_\_\_\_\_. During this time, you shall remain at your place of residence except for employment and other activities approved in advance by the probation officer. You shall

maintain a telephone at your place of residence without any special services, modems, answering machines, or cordless telephones for the above period. You shall wear an electronic device and shall observe the rules specified by the Probation Department. You shall pay for the cost of electronic monitoring to the extent you are able as determined by the probation officer.

10. You shall submit your person, residence, office, or vehicle to a search conducted by a U.S. Probation Officer at a reasonable time and in a reasonable manner, based upon reasonable suspicion that contraband or evidence of a violation of a condition of release may exist; failure to submit to a search may be grounds for revocation; you shall warn any other residents that the premises may be subject to searches pursuant to this condition.
11. You shall reside for a period of \_\_\_\_\_ months to commence on \_\_\_\_\_, in \_\_\_\_\_ CCC and shall observe the rules of that facility.
12. You shall be confined in the custody of the Bureau of Prisons from \_\_\_\_\_ p.m. each Friday until \_\_\_\_\_ a.m. each Monday for \_\_\_\_\_ consecutive weekends, commencing \_\_\_\_\_.
13. You shall be confined in the custody of the Bureau of Prisons from \_\_\_\_\_ p.m. each evening to \_\_\_\_\_ a.m. each morning for a period of \_\_\_\_\_ weeks, commencing \_\_\_\_\_.
14. You shall be confined in the custody of the Bureau of Prisons from \_\_\_\_\_ p.m. each evening Monday through Thursday to \_\_\_\_\_ a.m. the following morning, and from \_\_\_\_\_ p.m. each Friday until \_\_\_\_\_ a.m. each Monday, for a period of \_\_\_\_\_ weeks, commencing \_\_\_\_\_.
15. You shall not associate with males/females/all persons under the age of eighteen, except in the presence of a responsible adult who is aware of the nature of your background and current offense, and who has been approved by the probation officer.
16. You shall neither possess nor have under your control any 'matter' that is pornographic or that depicts or alludes to sexual activity or depicts minors under the age of eighteen. This includes but is not limited to any 'matter' obtained through access to any computer or any material linked to computer access or use.
17. You shall advise the probation officer of the number and types of computers owned, and maintain a complete, current inventory of your computer access including but not limited to any bills pertaining to computer access, telephone bills used for modem access, or other charges accrued in the use of a computer. You shall submit a monthly record of computer use and bills to the probation officer.
18. You shall participate in a specialized sex offender treatment program that may include the use of a plethysmograph and polygraph.

19. You shall not directly or indirectly contact the victim or any child under age 18; and, may not loiter near school yards, playgrounds, swimming pools, arcades, or other places frequented by children.
20. You shall register as a sex offender with local law enforcement.
21. You shall not use sexually-oriented telephone numbers or services.
22. You shall not reside in close proximity to parks, playgrounds, public pools, or other locations frequented by children.
23. You shall report to the I.R.S. and file true and accurate returns for the tax year(s) of \_\_\_\_\_ within \_\_\_\_\_ days and thereafter abide by any tax repayment schedule established by the I.R.S.
24. You shall cooperate with the I.R.S. in rectifying your tax liability, including abiding by any tax repayment schedule established by the I.R.S.
25. You shall timely file your federal income tax returns during the term of supervision.
26. You shall, if deported, remain outside the United States.
27. You shall not possess or have under your control any dangerous weapons.

## **DIRECTIONS FOR COMPLETING THE MONTHLY SUPERVISION REPORT FORM**

This monthly form is to be completed at the end of each month and received by the Probation Office no later than the 5<sup>th</sup> day of the following month. The mailing of the monthly report is a privilege. If you repeatedly fail to meet the deadline, you may be required to deliver the monthly report in person to your Probation Officer. The form must be completed thoroughly and accurately. Do not hesitate to discuss this form with your Probation Officer if you have any questions about its completion. If something does not apply specifically to you, write **NOT APPLICABLE** in the block. Do not leave any lines blank. All entries should be neatly printed and legible.

### **PART A**

1. Print your first, last, and middle name.
2. Print any other name that may have been used in this Court.
3. Print your full street address and apartment number. **DO NOT PUT P.O. BOX OR MAIL DROP NUMBERS IN THIS SPACE.** If you live on the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> floor, list this location.
4. Print your city, state and zip code.
5. Print the name of your apartment complex and/or community subdivision. Advise as to whether you rent or own the property.
6. This is where you may list your P.O. Box number or any other mailing address.
7. Print all phone numbers including the following: pagers, cellular phones, message numbers (a number you may be reached at or a phone where a message can be conveyed to you), and/or answering services.
8. List all names of persons living at your residence.
9. Check **YES** or **NO** if you moved during the month.
10. Print the exact date of your move and your reason for moving. **THE PROBATION OFFICER MUST BE PERSONALLY NOTIFIED TEN DAYS PRIOR TO ANY CHANGE IN RESIDENCE.**

### **PART B**

11. Print the **NAME, ADDRESS, AND PHONE NUMBER** of your employer. If self

employed, list your office address, phone number, and name of company.

12. Print the name of your immediate supervisor and his phone extension.
13. Check **YES** or **NO** as to employers' knowledge of your criminal status.
14. Print the number of days missed from work and the specific reason for the absence.
15. Print your exact job title.
16. List the gross income which is your total income before deductions.
17. Print the **EXACT** days and hours that you report to and leave from work (**DO NOT WRITE 40 HOURS**). If your shift varies, supply your Probation Officer with a copy of your weekly work schedule.
18. Check **YES** or **NO** if you had a job change or were terminated during the month. **THE PROBATION OFFICER MUST BE PERSONALLY ADVISED TEN DAYS PRIOR TO ANY CHANGE IN EMPLOYMENT.**
19. Print an exact date of termination and reason why you were terminated from the employment.

#### **PART C**

20. List all vehicles owned or driven by you. Print the year, make, model, color of the vehicle, license plate number, and name of the owner. This must be completed every month. This also includes company vehicles you may drive.

#### **PART D**

21. List the amount of income you bring home after deductions.
22. List any additional monies or benefits which you receive during the month such as food stamps, welfare, inheritance, loans, trust funds, spouse's income, or other.
23. Add up your net income plus any other income and write in the amount.
24. The total of all expenses incurred goes here.
25. List all debts which are past due and the amount you owe for each debt.
26. Check here whether or not you have a checking account and list the name of the bank

and your account number. Indicate whether this is an individual or joint account and list who is on the signature card. List your **EXACT** balance at the end of the month. Your probation Officer may request copies of bank statements in order to verify this information.

- 27. Do the same as #26 in regards to your savings account.
- 28. List all purchases of goods or services for which you paid \$500.00 or more during the month. Print the amount of purchase, date, description of the item or items, and the method used for payment. If you used a credit card, list which card was used.

## **PART E**

- 29. If you were questioned by law enforcement, check **YES**. Otherwise, check **NO**. If yes, provide the exact date of the questioning, the title(s) of who questioned you, the name(s) of the officer(s), the name of the agency, and the reason for the questioning. **YOU MUST ALSO PERSONALLY NOTIFY YOUR PROBATION OFFICER IMMEDIATELY OF THIS CONTACT** (attach copies of citations, bond papers, complaints, or other documents for verification).
- 30. If you were arrested or named as a defendant in any other case, check **YES**. Otherwise, check **NO**. If you, give the details, including the date of the charges and the disposition or status of the case (attach documentation).
- 31. If you resolved any pending charges this month, check **YES**. Otherwise, check **NO**. If yes, indicate the exact date of the hearing, the Court which you attended and the final disposition of the case (attach a copy of the citation, receipt, charges, and disposition).
- 32. Was anyone in your household arrested or questioned by law enforcement during this month? If you check **YES**, state what relation he/she is to you, his/her full name, and the reason for the arrest or questioning. Advise your Probation Officer as to the disposition or status of the case. Otherwise, check **NO**. If you were a victim in the case, attach a copy of the police report.
- 33. If you had contact with anyone who has a criminal record, check **YES** and list his/her full name. Otherwise, check **NO**.
- 34. If you possessed or had any access to a firearm, check **YES** and explain. Otherwise, check **NO**.
- 35. If you possessed or used any illegal drugs, check **YES** and explain when and what

type of drug. Otherwise, check **NO**.

36. If you traveled outside the District without the permission of the Probation Officer, check **YES** and explain when and where you went. Otherwise, check **NO**.
37. If you owe money for a special assessment, restitution or fine with regard to your case, check **YES**. Otherwise, check **NO**. If you check yes, list the amount you paid during the month. **NOTE: ALL PAYMENTS ARE TO BE MADE BY MONEY ORDER (POSTAL OR BANK) OR CASHIER'S CHECK ONLY.**
38. If you have community service work to perform, check **YES**. Otherwise, check **NO**. If you check yes, list the number of hours you completed this month, the number of hours you missed and the balance of hours that are remaining.
39. If you have drug, alcohol or mental health aftercare as a condition of your supervision, check **YES**. Otherwise, check **NO**. If you check yes, note if you missed any sessions during the month or if you failed to respond to phone recorder instructions. If you check yes to either question, explain why you either missed a session or failed to respond to the phone recorder instructions.
40. Sign and date your written monthly report certifying that all the information you furnished is complete and correct.

**NOTE:** According to 18 U.S.C. § 1001, false statements on a written monthly report are considered law violations and not technical violations. Any false statements may result in revocation of probation, supervised release or parole, in addition to 5 years imprisonment, a \$250,000 fine or both.



## OTHER IMPORTANT INFORMATION

If you become involved in a civil matter (i.e., civil, child support, child custody) during the course of supervision, you must notify your Probation Officer of same and provide him/her with Court documentation.

If you are experiencing medical issues or treatment which may affect your supervision status, you must notify your Probation Officer of the condition and give the name of the physician who is treating you. Any further disclosure of your condition is protected by rights of confidentiality.

## GENERAL INFORMATION

**OFFICE HOURS:** 8:00 a.m. to 5:00 p.m. Monday through Friday

The District has two offices. Below please find the addresses. **NOTE: The Manchester office is a satellite office and is used by appointment only.** All telephone calls and correspondence should be directed to the Concord office.

United States Probation Office  
55 Pleasant Street, Room 211  
Concord, NH 03301  
Telephone: (603) 225-1515

United States Probation Office  
Norris Cotton Federal Building  
275 Chestnut Street  
Manchester, NH 03101

## **State of New Hampshire Sex Offender Registration Law**

If you have been convicted of an offense that is similar to a State offense listed below, you will be required to register as a sex offender with the State of New Hampshire.

**Effective January 1, 2001**, an offender's anniversary date for registration will be their birth dates. Offenders will have 30 days after their birth date to re-register.

**DESCRIPTION OF OFFENSES:** ONLY those convicted of the following offenses (or Equivalent Offenses in and out of State Jurisdiction) are required to register for Life with the State of New Hampshire.

*(These guidelines come from the Attorney General's office)*

- RSA 632A:2,I(I)  
Aggravated Sexual Assault  
(sexual penetration with victim under 13 years of age)
- RSA 632A:2,II  
Aggravated Felonious Assault  
(touching of genitals of victim under 13 years of age)
- RSA 632A:3,III  
Felonious Sexual Assault  
(sexual contact with victim under 13 years of age)
- RSA 169-B:41,II  
Intentional Contribution to the Delinquency of a Minor  
(victim under 17)
- RSA 633:1  
Kidnapping  
(victim under 18)
- RSA 633:2  
Criminal Restraint  
(victim under 18)
- RSA 633:3  
False Imprisonment  
(victim under 18)
- RSA 633:3,III  
Endangering the Welfare of a Child  
(victim under 16)
- RSA 645:2  
Prostitution  
(victim under 18)

RSA 649A:3

Child Pornography  
(victim under 16)

RSA 650:2,II

Obscene Matter  
(victim under 18)

RSA 651B:1,V

Offender Against Children

RSA 639:3 III

The solicitation by any person under the age of 16 to engage  
in sexual activity, for the purpose of creating a visual  
representation or to engage in sexual penetration.

The following offenses (or Equivalent Offense in and out of State Jurisdiction) require  
registration for a period of Ten Years:

RSA 645:1,II

Indecent Exposure and Lewdness

RSA 632: A:4

Sexual Assault

RSA 633:3

False Imprisonment

RSA 645:2, I

Prostitution and Related Offenses

RSA 649: A:3, III

Offenses

**Additional changes effective January 1, 2001:**

- Under RSA 651-B:7,III - a sexual offender or offender against children previously convicted of a misdemeanor pursuant to paragraph II who knowingly fails to comply with the requirements of this chapter shall be guilty of a Class B felony.

## **FIREARM LAWS AND DANGEROUS WEAPONS**

Your probation officer will provide you with a copy of the following handout detailing the Federal and New Hampshire State Laws governing the possession of a firearm or dangerous weapons by convicted felons. The prohibition against possession of a firearm is clearly outlined in the handout.

The term “dangerous weapon” is defined in Federal Statute (18 U.S.C. § 930 (g)(2). This section states, in part, “‘. . .[d]angerous weapon’ means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. . .”

The following NH Revised Statutes Annotated refer to the restrictions, under state law, of convicted felons and the possession of dangerous and deadly weapons.

- **NH RSA § 159:3. Convicted Felons.**

*Statute text*

I. A person is guilty of a class B felony if he:

(a) Owns or has in his possession or under his control, a pistol, revolver, or other firearm, or slungshot, metallic knuckles, billies, stiletto, switchblade knife, sword cane, pistol cane, blackjack, dagger, dirk-knife, or any other dangerous weapon( see definition above); and

(b) Has been convicted in either a state or federal court in this or any other state, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States of:

(1) A felony against the person or property of another; or

(2) A felony under RSA 318-B; or

(3) A felony violation of the laws of any other state, the District of Columbia, the United States, the Commonwealth of Puerto Rico or any territory or possession of the United States relating to controlled drugs as defined in RSA 318-B.

II. The state shall confiscate to the use of the state the weapon or weapons of persons convicted under this section.

III. It is an affirmative defense to a charge under this section that a felony of which a defendant has been convicted in another jurisdiction would not have constituted a felony in the state of New Hampshire at the time such felony was committed.

### **ADDITIONAL PROHIBITIONS UNDER NH STATE LAW**

- **§ 159:21. Possession by Felons Prohibited.(Electronic Defense weapons)**

*Statute text*

Any person who has been convicted of a felony in this or any other state who possesses an electronic defense weapon away from the premises where he resides shall be guilty of a class B felony. Neither the whole nor any part of a sentence of imprisonment imposed for a violation of this section shall be served concurrently with any other term of imprisonment.

I hereby certify that I have received a copy of the ***Orientation to Supervision*** manual on this date.

\_\_\_\_\_  
Probationer/Supervisee/Parolee

\_\_\_\_\_  
Date

\_\_\_\_\_  
U.S. Probation Officer

\_\_\_\_\_  
Date

I hereby certify that I have received a copy of the ***Orientation to Supervision*** manual on this date.

\_\_\_\_\_  
Probationer/Supervisee/Parolee

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Date